

# Department of Building & Zoning Services

Scott Messer, Director  
757 Carolyn Avenue, Columbus, Ohio 43224-3218

## **Building & Zoning Inspection Request Process**

### **Basic Inspection Information for Homeowners and Contractors**

All work for which a permit is required must obtain an inspection scheduled by the permit holder. Separate permits are required for electric, heating, air conditioning, plumbing, fireplaces and gas piping. Where applicable, all work shall be completed in accordance with plan approval.

Each permit type includes a pre-determined number of inspection trips. Additional inspection trips may be necessary to complete your project. For information on purchasing inspection trips please call 614-645-6090, by visiting our website or offices at 757 Carolyn Avenue, Columbus, Ohio 43224. Once a building or mechanical permit is purchased, customers can receive a next business day inspection. Afterhours inspections are also available with pre-approval from the supervisor and additional fees may apply.

The below phone lines have been set up to receive voicemail inspection requests. Requests can also be faxed at the trade fax numbers listed below with the appropriate inspection request form. Inspections will be made the following business day if the request is received Monday through Friday before 4:00 p.m. Forms may be found in our offices and at <http://columbus.gov/Templates/Detail.aspx?id=68649>.

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|----------------------------------|---------------------------------------------------------------------------------------|---------------------|
| ➤ Electrical Inspection          | Phone: (614) 645-8265                                                                 | Fax: (614) 645-2418 |
| ➤ HVAC/Mechanical Inspection     | Phone: (614) 645-8138                                                                 | Fax: (614) 645-2424 |
| ➤ Plumbing Inspection            | Phone: (614) 645-8355                                                                 | Fax: (614) 645-2430 |
| ➤ Structural Inspection          | Phone: (614) 645-8235                                                                 | Fax: (614) 645-2433 |
| ➤ Cancel an Inspection           | Phone: (614) 645-7847                                                                 | Fax: (614) 645-2099 |
| ➤ Witness Test (Fax ONLY)        |                                                                                       | Fax: (614) 645-2434 |
| ➤ Online Inspection Request Form | <a href="http://www.columbus.gov/Inspection/">http://www.columbus.gov/Inspection/</a> |                     |

**For general inquiry, please contact us at (614) 645-5698**

Val Robinson – Supervisor  
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Department of Building & Zoning Services  
Inspection Scheduling Section  
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(614) 645-0805